

OFFICE OF THE GENERAL MANAGER, DISTRICT INDUSTRIES CENTRE, CUTTACK  
AT/PO: MADHUPATNA, CUTTACK, PIN-753010  
Email ID- [dicctc@nic.in](mailto:dicctc@nic.in)

L.No. 4417 / Date. 25/11/25

Quotation Call Notice For Hiring of Vehicle

Sealed Quotations are invited from interested Reputed Travel Agencies/ Tour Operators/ Individuals having valid GST Registration certificate & PAN for providing one Petrol/ Diesel Driven vehicle preferably SWIFT DZIRE / ETIOS /TIAGO/ BOLT/ CELERIO: BS – VI emission compliant vehicle, in the prescribed format (Annexure-III) for use in the Office of the General Manager, District Industries Centre, Cuttack on monthly rent basis. The detailed terms and conditions for hiring of the vehicles are indicated in Annexure-II.

The quotation complete in all respects should reach the undersigned on or before 09.12.2025 by 3.00 P.M which will be opened on the same day i.e. 09.12.2025 at 4.00 PM in the Office Chamber of the General Manager, District Industries Centre, Cuttack in presence of the Quotationers or their authorized representatives, if any.

  
General Manager  
DIC, Cuttack 25/11/25

No. 4418 / Date 25/11/25

Copy to the Notice Board of D.I.C, Cuttack / Collectorate, Cuttack/Director of Industries, Odisha, Cuttack for wide publication.

  
General Manager  
DIC, Cuttack 25/11/25

No. 4419 / Date 25/11/25

Copy forwarded to the DeGM, Collectorate, Cuttack for favour of information and necessary action. He is requested to publish the advertisement material in the district website for information of all.

  
General Manager  
DIC, Cuttack 25/11/25

Details of Quotation Call Notice No. ...., dated: \_\_\_\_\_ of \_\_\_\_\_

**The General Manager, DIC, Cuttack**

Sealed quotations are invited from interested reputed Travel Agencies/ Tour Operators / Individuals having valid GST Registration Certificate for providing one vehicle SWIFT DZIRE/ ETIOS/ TIAGO/ BOLT/ CELERIO: BS-VI emission compliant vehicle, having sitting capacity not more than 5 (five) including Driver, which shall confirm to the Terms and Conditions(Annexure-II) for use by the Office of the General Manager, District Industries Centre, Cuttack on monthly rent basis.

Sl. No.	Type of vehicle	Maximum monthly hiring charges (Exclusive of applicable taxes) (in Rupees)	Minimum Average Mileage in Km. Per Litre
1	SWIFT DZIRE/ ETIOS/ TIAGO/ BOLT/ CELERIO/ (Petrol/ Diesel) : BS-VI emission compliant vehicle	Rs. 24,000/-	17Km/pl

- 1) The Service provider shall have a valid GST Registration to participate in the Quotation Call process.
- 2) The Service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
- 3) The vehicle must be in Road Worthy condition, shall not be more than 3 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Under Control (PUC) certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. mandatory for plying of vehicle.
- 4) The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport / passenger vehicle.
- 5) The Driver should be well behaved, gentle and obedient in nature.
- 6) A sum of Rs. 5000/- (Rupees Five Thousand) only shall be deposited by the intending quotationers in shape of Account Payee Bank Draft drawn on any nationalised bank in favour of the **General Manager, District Industries Centre, Cuttack** payable at Cuttack as EMD (refundable to unsuccessful quotationers after the completion of the process) and submitted alongwith the quotation.
- 7) The EMD submitted by the successful quotationer will be retained till the vehicle to be used in the Office of the General Manager, District Industries Centre, Cuttack by converting it into Performance Security.
- 8) The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
- 9) The vehicle must achieve a fuel efficiency of / minimum average mileage of 17 Km. per litre.
- 10) The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per litre), name of the Driver with Driving License No. and period of validity should be specifically provided in the general bid information (at Annexure-III) to be furnished with the Quotation.
- 11) The Quotation completed in all respect should reach the undersigned on or before **09.12.2025 : 3.00 P.M** by Registered Post / Speed Post/Courier service or Drop Box kept in the Office chamber of the General Manager only and shall be opened on the same day i.e. **09.12.2025 at 4.00 PM** in the Office Chamber of the General Manager, District Industries Centre, Cuttack in the presence of the Quotationers or their authorized representatives, if any.
- 12) The Application form of quotation containing General Information and Terms & Conditions for hiring of vehicle etc. will be available with the Official website of the District e-Governance Manager or can be received from the office of the GM, DIC, Cuttack.

  
General Manager  
DIC, Cuttack

**TERMS & CONDITIONS FOR HIRING OF VEHICLES**

The following terms and conditions must be fulfilled by the Quotationer / bidder :

- 1) The hired vehicle, during period of contract, shall have all necessary valid MV documents such as Valid Registration Certificate, Valid Insurance Certificate, Pollution under Control certificate, Valid Fitness Certificate, Valid Contract Carriage Permit, , proof of up-to-date tax payment etc. and D.L of the driver available all the times.
- 2) DIC, Cuttack shall not be responsible for any damage/loss caused to hired vehicle or loss of life/injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
- 3) The hire charges to be paid for monthly basis is final but **does not include fuel cost**. The cost of fuel is to be paid separately as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. will be borne by the Quotationer / bidder.
- 4) It shall be the responsibility of the Quotationer /bidder to provide a good driver. The remuneration / salary and other accommodations of the driver shall be borne by the service provider.
- 5) In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the service provider for smooth functioning of Office Works.
- 6) In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
- 7) In case if the vehicle is not available, hiring charges will be deducted from monthly hire charges proportionately.
- 8) The vehicle shall report for duty for minimum of 25 days in a month. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.
- 9) Without prior intimation to the Authority, the owner of the vehicle can not frequently change the Driver of the vehicle.
- 10) Monthly hire charges and reimbursement towards cost of fuel (as per norm) will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider along with all related documents and no advance payment will be made.
- 11) The vehicle shall not be more than 3 year old from the initial registration and also in good running condition during the period of contract. The authority reserves right to select the latest registered vehicle higher in grade to the mentioned type of vehicle accepting to our terms & conditions.
- 12) If the services are found to be unsatisfactory, the client shall be served with one month notice for termination of agreement.

- 13) In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to submit one month notice before such withdrawal of service and termination of agreement otherwise the amount deposited as Performance Security (EMD amount submitted by him) will be forfeited.
- 14) The vehicle shall be parked and be available for service in official premises of District Industries Centre, Cuttack and this condition is applicable for all days of the month including public holidays. ( Repair & maintenance is to be done on Govt. holidays).
- 15) The hired vehicle cannot be used for any private/commercial purpose at any time, even during holidays.
- 16) The Authority is at liberty to move anywhere within the state of Odisha for official journey.
- 17) If the Quotationer / bidder violates any of the terms of contract, the Authority shall forfeit the entire amount of EMD / Security deposit / Performance security.
- 18) In case the approved (Lowest-1 ) Quotationer / bidder fails to provide proper service or any laxity found in providing service, the Authority reserves the right to disengage the lowest-1 Quotationer /bidder and engage the 2<sup>nd</sup> lowest Quotationer /bidder for providing service.
- 19) If a single bidder participates and becomes eligible to our terms & conditions then the committee will accept the single proposal.

  
General Manager  
DIC, Cuttack 25/11/25

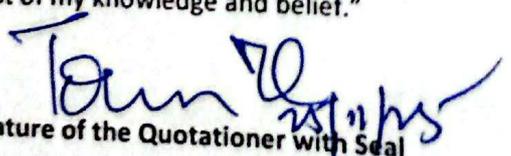
**GENERAL INFORMATION FOR HIRING VEHICLES** (To be furnished by Quotationer)

<u>Sl No.</u>	<u>Particulars</u>	<u>Information</u>
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	GeM Registration Number	
5	Bank Account Number and IFSC Code	
6	Registration no. of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of Registration	
10	Name and complete Address /contact no. of the owner of the vehicle	
11	Fitness Certificate validity	
12	Pollution under Control Certificate validity	
13	Permit Validity	
14	Insurance Validity	
15	Name and Address of the Driver	
16	D.L. No. & Validity of D.L of the Driver	
17	Contact Number of the Service Provider	
18	Contact Number of Driver	
19	Proposed hire charge of the vehicle per month excluding fuel cost	
20	Rate of fuel consumption / Mileage per litre	

"Certified that the information submitted above is true to the best of my knowledge and belief."

Date:

Place:

  
Full signature of the Quotationer with Seal